

CITY OF NORTH COLLEGE HILL BUILDING DEPARTMENT
 1586 GOODMAN AVE | NORTH COLLEGE HILL, OHIO 45224 | (513) 521-7413

2026 RENTAL PROPERTY REGISTRATION

DIRECT ALL QUESTIONS TO THE NORTH COLLEGE HILL BUILDING DEPT: BKNIGHT@NORTHCOLLEGEHILL.ORG

The City of North College Hill requires rental property registration for all commercial & residential buildings containing one (1), two (2) or three (3) residential rental dwelling units. A rental property containing one (1), two (2) or three (3) residential dwelling units occupied by the owner of the building shall not be required to register under this chapter. [NCH Ord. 1359.01-1359.07, as amended per Ord. 02-2021.] **REGISTRATION IS MANDATORY** and is not replaced by similar registration required by other jurisdictions.

- **Rental registration must be updated no later than January 30, 2026**, or within thirty (30) days of any change in ownership, use and/or change in the local agent.
- **Registration forms may optionally be submitted online at www.NorthCollegeHill.org/Forms-Permits** (Note: Online payment is not yet available as of the date of this mailing. Payments must be submitted by check or money order as described below.)
- **The registration fee is \$150.00 per rental property.** Remit payment by check or money order to: "City of North College Hill" Attn: Building Department, 1586 Goodman Ave, North College Hill, OH 45224.
- **Failure to register** within the required time will result in an administrative penalty of \$250.00 per property, and is subject to a separate administrative penalty of \$150.00 for every month that the subject property is not in compliance.
- **Failure to pay** the required registration fee(s) and/or administrative penalties will result in the assessment against the owner's real estate which shall constitute a lien against the owner's property.

CONTACT INFORMATION: The contact information required by this section shall be used for the receipt of legal notices from the city, therefore **a post office box or similar location may not be used.**

OWNER* / AGENT		PROPERTY MANAGER (if Different)	
NAME		NAME	
STREET ADDRESS		STREET ADDRESS	
CITY, STATE ZIP		CITY, STATE ZIP	
PHONE		PHONE	
EMAIL		EMAIL	

* Owner "of record" with Hamilton County.

PROPERTY LIST: (You may register up to TWO properties using this form.) If you need to register more than two properties, you may attach a list. The list **MUST** include the name of the Owner/Agent, AND contain all of the information below:

PROPERTY 1		PROPERTY 2	
PARCEL ID(S)		PARCEL ID(S)	
ADDRESS		ADDRESS	
DWELLING TYPE	1 FAM - 2 FAM - 3 FAM - RETAIL W/ APT	DWELLING TYPE	1 FAM - 2 FAM - 3 FAM - RETAIL W/ APT
REGISTRATION TYPE	NEW - RENEW - OWNER CHANGE - SOLD	REGISTRATION TYPE	NEW - RENEW - OWNER CHANGE - SOLD

TENANT INFORMATION MUST BE SUBMITTED TO R.I.T.A.: In accordance with NCH Codified Ordinances, Section 171.23: RENTAL AND LEASED PROPERTY, **all property owners of real property located in the North College Hill who rent or otherwise lease the same ... shall file with the Tax Administrator on or before the January 31 first following such calendar year a written report** disclosing the name, address and also telephone number, if available, of each tenant known to have occupied on December 31 during such calendar year such apartment, room or other residential dwelling rental property. (NCH Ord. 20-2015. Passed 12-30-15.) **NCH TAXES ARE ADMINISTERED BY R.I.T.A. For questions, please contact R.I.T.A. at (800) 860-7482.**

I HEREBY CERTIFY that I am the property Owner, Agent or Property Manager of the property(ies) listed on this form, with the authority to sign this form; that the property(ies) listed on this form comply(ies) with the International Property Maintenance Code, the Fire Prevention Code, and all applicable NCH Codified Ordinances; **that I have filed, or plan to file, with the City's Tax Administrator (R.I.T.A.) a written report** of tenant contact information pursuant to Section 171.23 of the City of North College Hill Code of Ordinances; and that all information contained in this form (and any attachments) is true to the best of my information, knowledge and belief.

Signature

Title

Date